



## California Energy Commission

### Hardcopy Training & Experience (T&E)

### Assessments (Examinations)

The examinations listed on this page are Training & Experience assessments that need to be printed to complete and submit along with a Standard State Application, form 678 to the Commission's Selections Office.

1. Find Examination Bulletin online at <https://jobs.ca.gov> using the classification title or use the link provided below.
2. Print and complete Training & Experience assessment attached to examination bulletin.
3. Complete Standard State Application, form 678 (<https://jobs.ca.gov/pdf/std678.pdf>) and print.
4. Submit both T&E and application to the following address:

**California Energy Commission**  
Selections & EEO Office  
1516 Ninth Street, MS – 52  
Sacramento, CA 95814

CLASSIFICATION TITLE	FINAL FILING DATE	EXAM TYPE
<b>Associate Energy Specialist (TED)</b>	Continuously Processed Monthly	100% Paper T&E
<b>Energy Resources Specialist (ERS) III (Managerial)</b>	Continuously Processed Monthly	100% Paper T&E
<b>Energy Resources Specialist (ERS) III (Supervisory)</b>	Continuously Processed Monthly	100% Paper T&E
<b>Planner I (EFS)</b>	Continuously Processed Monthly	100% Paper T&E
<b>Planner II (EFS)</b>	Continuously Processed Monthly	100% Paper T&E

#### Links to Examination Bulletin:

Associate Energy Specialist (TED) <https://jobs.ca.gov/JOBSGEN/5ERAD01.PDF>

Energy Resources Specialist III (Managerial) <https://jobs.ca.gov/JOBSGEN/8ERAB.PDF>

Energy Resources Specialist III (Supervisory) <https://jobs.ca.gov/JOBSGEN/8ERAC.PDF>

Planner I <https://jobs.ca.gov/JOBSGEN/5ERAF01.PDF>

Planner II <https://jobs.ca.gov/JOBSGEN/5ERAF02.PDF>



# Instructions for Completing California Energy Commission's Hardcopy Training & Experience Assessment (Examination)

## What is a Training & Experience (T&E) assessment/examination?

A T&E assessment is an examination method where candidates self-certify they possess the required knowledge, skills, and abilities to be successful in the position. The self-rating process involves candidates rating themselves based on their past experience, training, and/or education. A candidate's overall score will be determined solely by the information provided on the T&E assessment.

Before you begin, you will need to **print** a hard copy of the paper T&E assessment linked to the official examination bulletin. You will also need to print a Standard State Application (Form 678) to submit with your T&E for processing. The Standard State Application may be completed and printed from your Cal-Career Account ([jobs.ca.gov](https://jobs.ca.gov)) or via the following link: <https://jobs.ca.gov/pdf/std678.pdf>

Please utilize the checklist below to complete the T&E:

- ☐ **SECTION 1: HOW TO TAKE A T&E**  
Read this section to gain an understanding of how you should complete the T&E questions. Remember to refer to all relevant experience including volunteer, educational courses, student assistant, etc.
- ☐ **SECTION 2: AFFIRMATION & CONTACT INFORMATION**  
Review and sign the affirmation page which certifies you have read the statement. Complete the remaining items on the page including your printed name and contact information.
- ☐ **SECTION 3: ASSESSMENT QUESTIONS (Knowledge/Skills of Specific Tasks)**  
Read each question and select the box that most appropriately fits your level of experience, knowledge, or skill.
- ☐ **SECTION 4: SUBMIT T&E ASSESSMENT & STANDARD STATE APPLICATION**

Once you have completed the assessment, double check to ensure you have answered all assessment questions and have signed and completed the affirmation page. Submit the completed T&E assessment and Standard State Application (form 678) to the following address:

**Mailing Address:**  
California Energy Commission  
Selection and EEO Office  
1516 Ninth Street, MS-52  
Sacramento, CA 95814